

California Complete Count – Census 2020

Position Duty Statement



Classification Title Appointee	Department California Complete Count (CCC) Census 2020
Working Title Regional Program Manager (RPM), Outreach – Central Coast	Office/Unit/Section/Geographic Location Office location: Fresno Coverage area: Region 5 - Monterey, San Benito, San Luis Obispo, Santa Barbara, Santa Cruz, Ventura
Position Number	Effective Date April 2019

General Statement: The U.S. Constitution mandates that the U.S. Census Bureau conduct a general count of its population every 10 years. The next nationwide decennial census will take place in the early part of 2020. Local, state, and Federal governments use the decennial census for the purposes of apportioning their districts, and the Federal government uses it to distribute approximately \$600 billion dollars in Federal funds annually among tribal, state and local governments to fund critical programs, social services and infrastructure projects. The State of California depends on census data and Federal funds to deliver quality services to its residents. The California Complete Count Committee - Census 2020 Initiative is comprised of a broad-based coalition of community organizations, advocates, the private sector, interfaith communities, and philanthropy all working together to inform, educate and mobilize all Californians to get counted in 2020.

ABOUT THE ROLE

Working under the direction of the Deputy Director of Outreach and the Lead Regional Program Manager – Central California, the Regional Program Manager (RPM), Outreach interacts directly on the ground with local and regional partners within their assigned geographic region. This position will oversee a region outreach effort, ensure all regional partners contribute to the Statewide Outreach and Rapid Development (SwORD) interactive mapping site, and work with regional partners to meet contractual obligations and spends a majority of time doing field work. This position also requires time in the office reviewing, analyzing and providing verbal and written input and reports on deliverables directly related to the RPM's work.

The candidate is responsible for assisting in the coordination of the California Complete Count (CCC) office regional outreach activities. The position is a fast-paced, outcomes-driven, and requires frequent interaction with top-level management, community leaders, and government officials to facilitate a complete and accurate 2020 Census count of California. Extensive travel may be required.

Duties and Responsibilities include, but are not limited to:

65% Outreach Efforts

- Oversee the work conducted by respective contractors, including the Counties and Community Based Organizations (CBOs) with whom the CCC has partnered via contract in the RPM's specific region.
- Serve as the Relationship Manager in the specified region with various third party stakeholders and public officials, among others, to engage them in the Census 2020 outreach efforts. In this role, the RPM is a facilitator and convener ensuring that the State's investments in outreach are maximized in the local region.
- Assist with special assignments as directed by the Deputy Director of Outreach, the Chief Deputy or the Census Director, including but not limited to, liaison with certain demographic segments, sectors and other duties as needed.
- Assist in conducting research and writing high-level analyses and policy briefs.
- Coordinate CCC activities with partners and other organizations, as needed.
- Work with multiple departments, Governor's staff, community partners, and others to deliver key Initiative objectives.
- Conduct outreach and educational/informational activities, including meetings.
- Participate in events/forums with interested stakeholders during and after regular work scheduled hours, including weekends. Deliver remarks, as appropriate, at certain events/forums.
- Conduct educational/informational presentations to the public relative to the importance of the census.

15% Analysis and Research

- Assist with the coordination and implementation of the data-driven outreach strategy initiatives.
- Problem-solve and identify strategies and recommendations for the prioritization of projects, issues and activities that benefit the Initiative.
- Assist in conducting research and writing high-level analyses and policy briefs.

- Analyze and interpret robust data for delivery of project outcomes. Compose correspondence and communications, as needed.

15% SwORD Education/Training

- Ensure all contractual partners across various entities and jurisdictions contribute to the SWORD interactive mapping site, and work with the sector's partners so they meet contractual obligations.
- Acquire SwORD training from Census Data Mapping and Geographic Information System (GIS) Manager and/or conduct high level user training for contractual partners as required.

5% Other Duties

Performs other related duties as required to support the functions of CCC including, but not limited to, reviews and comments on CCC guidance, policies and procedures; attends job-related Governor's Office (GO), GovOps, CCC and other related CCC Census 2020 meetings; participates in assigned special projects and work groups, including special assignments from GovOps for the Census; and maintains project files.

A. Supervision Received

The RPM, Outreach reports directly and receives the majority of assignments from the Lead Regional Program Manager – Central California, as well as the Deputy Director of Outreach. However, direction and assignments may also come from the Chief Deputy Director and other executive staff.

B. Supervision Exercised

None.

C. Administrative Responsibility

None.

D. Personal Contacts

The RPM, Outreach interacts with the CCC Census 2020 Director, Chief Deputy Director, Deputy Directors, Assistant Directors and management and staff of CCC. This position will also have interaction with the GO and Agency Secretary, Census Deputy Secretary and other Deputy Secretaries regarding the Census program, and regional outreach efforts.

E. Actions and Consequences

Inadequate performance by the incumbent may delay work performed by others in the CCC or compromise deliverables to our customers, Agency, legislature or the GO.

F. Functional Requirements

This position may require working in a high-rise building under fluorescent lighting with sufficient temperature control, in close proximity with other employees and utilizes typical office equipment, such as telecommunications equipment, computers, photocopiers/scanners, and fax machines. Laptops and other state equipment used for travel must always be secured. Standing, bending, walking, and stooping are required. The RPM, Outreach is expected to be prepared and professional in appearance and must be flexible in terms of work hours and work overtime. Travel to participate in meetings, convenings, and other CCC events is required.

I have read and understand the duties listed above, and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with your supervisor).

Employee Signature

Date

Printed Name